

**LEGAL  
REQUIREMENTS**

45 CFR 302.15

Federal regulations require that the state maintain records necessary for the proper operation of the IV-D program including records concerning the distribution of support collections.

**AGENCY POLICY**

The Child Support Enforcement System calculates the unreimbursed public assistance (UPA) amounts for each FIA case number in its data base. CSES will use the UPA amount to return excess collections as they are received and to unassign support. The Office of Child Support Distribution and Client Services Unit will use negative UPA amounts to determine whether collections already received should be returned. Do not use payment and distribution records on a routine basis to calculate the unreimbursed public assistance amounts or to determine whether the state has been over-paid. Use the CSES UPA amount to determine whether a refund of past collections is appropriate. However, if actual payment records are needed for a specific purpose (e.g. hearing) those records are available.

The Family Independence Agency maintains records of payments issued to, or on behalf of, Agency clientele. Client payment records list:

- FIP payments,
- Emergency needs and other assistance and service program payments,
- Child support reimbursements, refunds and participation payments; and
- Other payment data such as credited and reissued warrants.

Client payment records are available to support staff for purposes of administering the IV-D program.

Records of FIP payments may provide information needed to ensure proper distribution of support collections or to document claims for reimbursement of FIP arrearages.

Records of child support payments may provide information needed to ascertain whether a support payment (i.e., refund, reimbursement, child support participation payment) has been issued.

There are two primary sources for FIP and child support client payment records:

- The Client Information System (CIS) contains records of payments issued during the most recent seven year period.

- The Payment Control Section can provide records of all payments, regardless of the date of issuance.

**CIS Requests**

CIS requests can be made directly on a CIS inquiry terminal or forwarded to a local CIS operator for input according to local office procedures. Payment histories available in CIS are described below and in exhibits at the end of this Item.

**STSM**

The Case Payment History Inquiry (STSM) is a payment history listing all warrants issued for the requested case for the last seven years. Results are available online. All payment types are displayed. Information is available for one year at a time. See Exhibit 4 at the end of this Item or Chapter 20 of the CIS Manual for more detailed instructions and information.

**FPAY/H**

The Case Payment History Inquiry (FPAY/H) is the transaction used to request the Case Payment History Report, PH-050. No information is available online. The PH-050 is processed on a weekly basis and shows payments for the past seven years. You can select all payments or specific types of payments. See Exhibit 5 or Chapter 6 of the CIS Manual.

**IPYT**

The Payment Inquiry Transaction (IPYT) displays case payment history for the last 10 months. See Exhibit 6 or Chapter 1 of the CIS Manual.

**PAYMENT  
CONTROL  
REQUESTS**

Requests for payment information from the Payment Control Section must be made on form FIA-1284, Microfiche Request. See Exhibit 1 for Instructions for completion and a facsimile of the form.

Two types of payment records can be requested through Payment Control:

- **Notarized Statement.** This statement lists total FIP paid on a case for the period specified on the FIA-1284. The statement is a legal declaration of the amount of FIP paid which may be required by a court or other State IV-D agency to document a claim for FIP arrearages. See Exhibit 2 for a facsimile of a notarized statement.
- **Case Payment History.** This is a record of warrants issued to the client, vendor or other third party for the period specified on the FIA-1284. Records of payments issued are maintained on microfiche. See Exhibit 3 for a facsimile of a print copy of a microfiche record. See Exhibit 7 for lists of various program and warrant codes.

The Payment Control Staff will provided limited information via telephone (517)335-3660 when an immediate response is required, for example, for a court hearing.

Payment Control cannot provide beginning and ending dates for periods in which assistance was granted to a family or amounts of FIP applied to individual FIP case members. On/off dates for the FIP case and individual members can be determined from Support Certification Status Reports. Medicaid histories on CIS may also be useful in determining on/off dates for individuals. While there is no preferred method to determine how much assistance to apply to an individual FIP case member, prorating FIP payments equally among case members is acceptable.

When needed, Friend of the Court and Prosecuting Attorney offices are expected to obtain notarized statements directly from Payment Control. If those agencies require information on individual dates and amounts of payments, support specialists should provide assistance in obtaining case payment histories and interpreting data contained in the records.